

Deal Town Council

Job Description

Post Details:**Job Title:**

Premises Officer – Job Share

Salary:

£20,043 per annum pro rata (£10.42 per hour)

Location of work:

Deal Town Hall

Responsible To:

Town Clerk

Hours of work:

16 hours per week. Hours primarily to be worked Thursday (including handover of duties), Friday, and Saturday. To be flexible including evenings and the occasional Sunday and bank holiday.

Annual Leave:

21 working days per annum plus Bank Holidays (pro rata).

Primary purpose and scope of the job: To assist with the smooth running of events and meetings held at Deal Town Hall.

Working relationships: Members and Officers of Deal Town Council, members of the public, representatives of other agencies and voluntary and community groups.

Key Tasks:

- To attend or arrange cover for all Committee and Council meetings with responsibility for security, building access, first aid and fire safety. To ensure that the room/s are set up correctly as required and that they are clean and tidy prior to the meeting. At the end of the meeting to clean and put the tables, chairs, screens, and microphones away, ensuring that the Chamber/Committee room is left clean and tidy, and the building is left secure.
- To attend all bookings made by the public unless alternative cover has been arranged prior to the event, with responsibility for security, building access, first aid and fire safety. To ensure that the room/s are set up correctly as required and that the Chamber, Committee room, kitchen and upstairs toilets are clean and tidy prior to the booking. At the end of the booking to clean and put away any tables/chairs and ensure that the Chamber, Committee room, kitchen and upstairs toilets are clean and tidy, and the building is left secure.
- Responsible for the safe removal and storage of furniture items, assisted by a colleague, when necessary, to facilitate the holding of events.
- To be familiar with and monitor the Premises and associated licensing requirements.
- To alert the Health & Safety Officer or Town Clerk of any premises related issues identified for resolution.
- To be responsible for opening/closing the Undercroft gates as requested and to clean the Undercroft including the disabled toilet when required.
- To undertake basic maintenance and decorating duties. Assist in general maintenance of the Town Council planters including their contents (weeding etc) and re-staining.
- To check the cleanliness of the Chamber, committee room, parlour, toilets, 1st level hallways, stairs, lift, lift lobby and office area and clean as required.
- To clean the external Town Hall windows inside and out at ground floor level as required.
- To ensure that the event tablecloths and chair covers are cleaned when required.
- Responsible key holder and named contact for emergency call out.

Other duties

- To work as part of the team and assist in the provision of cover for other staff members when absent due to illness/holidays when required.
- To assist the Health and Safety officer.
- To provide cover for the 2nd Premises officer when required – this will include weekends.
- To assist the Event Manager and provide occasional relief cover when required.
- To assist and provide cover for the Market Officer when required.
- To provide occasional assistance to the Allotment Officer when required.
- To undertake all reasonable requests made by the Town Clerk.

NB: This job description is not intended to be an exhaustive list of all the tasks and responsibilities for the post. In line with the council's needs, some tasks may need to change, and any changes will be made in consultation with the postholder